2010 Five-Year Community Transportation Service Plan
Timeline of Activities for Notice to Proceed

Steps	Primary Tasks	Timeline in Weeks 1	2	3	4	5	6	7	8	9	10	11	12	13	Result
1	Engagement Letter *(10% match commitment and resolution)*	↔	↔	↔	↔										Engagement letter with 10% commitment and resolution from Transit system
2	Notification of Participation (NOP) letter					↔	↔								PTD sends Notice of Participation letter
2a	*CTSP Program Packet (3-ring binder) submitted with NOP letter*					★									Transit system will receive packet to assist them in the scoping process
2b	*LSA Firm is selected for project*						★								Selected LSA Firm
3	Pre-Scoping Conference Call							▲							Project goals and objectives
3a	*Contact Information Form*							↔	↔	↔					Completed Contact Information Form submitted to **MDS** for review.
4	Scoping Meeting									▲					Draft Scope of Work
5	Final Scope of Work										↔	↔			Final Scope of Work
6	Notice to Proceed												↔	↔	Executed Notice to Proceed
6a	*LSA firm submits sealed cost-estimate*												★		Approved project cost
6b	*PTD In-House Cost Estimate*												★		Final approved cost estimate
6c	*Notice to Proceed is signed by FM and submitted to LSA firm*													★	Final executed Notice to Proceed
6d	*Submit letter to transit system requesting payment of 10% match*													★	10% match submitted
7	**MDS** coordinates with LSA firm and Transit System in the development of CTSP														Approved CTSP
8	*FM reviews and verifies rates on invoices submitted by LSA firm*														Authorization to pay invoice

↔ ***Timeline in Weeks***

✦ ***Call for Projects***

★ ***One-Day Activity***

▲ **Conf. Call/Mtg.**